

# Newcastle Building Society Group

## Subject Access Request Application Form

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Under the applicable data protection legislation, you are entitled to ask for copies of the personal data that an organisation holds, shares or uses about you. If you would like access to personal data that the Newcastle Building Society Group (“NBS”) holds about you or you would like to make the request on behalf of someone else, please complete all relevant sections of this form.

To deal with your request, we can ask you for proof of identity where we are unsure about it and we can ask you for additional information to enable us to locate the personal data that you request.

We will usually provide the information requested free of charge. We may charge a “reasonable fee”:

- where a request is manifestly unfounded or excessive, particularly if it is repetitive. We will bear the burden of demonstrating the manifestly unfounded or excessive character of the request and may have to do so to the data subject, the ICO and the courts; or
- to comply with requests for further copies of the same (unaltered) information that has previously been provided to you being provided a second or further time.

The “reasonable fee” charged in these circumstances will be based on the reasonable administrative cost of us providing you with the information. We will tell you if that becomes necessary.

The information that we ask for on this form is to assist us in locating the personal data relating to your request and to provide this to you where appropriate.

Please complete this form and return it to us together with proof of your identity (if we have asked you for it) and the relevant fee, if requested, to the address set out at the end of this form.

We will respond within the statutory time-frame unless any further clarification from you is needed.

You are referred to on this form as the data subject.

# Personal Details

**PLEASE WRITE IN BLOCK CAPITALS.** *The information set out in this form will be used during our subject access request searches.*

<b>FULL NAME OF THE PERSON THAT THE REQUEST RELATES TO (THE DATA SUBJECT)</b>	<hr/> <hr/> <hr/> <p>Mr / Mrs / Ms / Miss / Other _____</p>
<b>VARIANT EXPRESSIONS OF THE DATA SUBJECT'S NAME</b>	<p>The full name of the data subject is spelled as set out above. However, it is believed that people have used a number of variant spellings, including:</p> <hr/> <hr/> <p>The data subject has also been referred to as (e.g. by maiden name, nickname or previous name):</p> <hr/>
<b>DATA SUBJECT'S DATE OF BIRTH</b>	<p>_____ / _____ / _____</p>
<b>DATA SUBJECT'S CONTACT DETAILS</b> <i>(Please include appropriate contact details that we can use to contact you for clarification of your request or to discuss information relevant to your request)</i>	<p>Home: _____</p> <p>Mobile: _____</p> <p>Other: _____</p> <p>Email: _____</p>
<b>DATA SUBJECT'S REPRESENTATIVE'S CONTACT DETAILS</b> <i>(Please include appropriate contact details that we can use to contact you for clarification of your request or to discuss information relevant to your request if you are representing the data subject)</i>	<p>Home: _____</p> <p>Mobile: _____</p> <p>Other: _____</p> <p>Email: _____</p>

**DATA SUBJECT'S  
CORRESPONDENCE  
ADDRESS**

*(Please include an appropriate address that we can use to contact you for clarification of your request, to discuss information relevant to your request, to provide your SAR response where appropriate and to verify your identity, where appropriate)*

Postcode: \_\_\_\_\_

**DATA SUBJECT'S  
PREVIOUS ADDRESS(ES)**

*(Please complete this section if you have lived at a different address to that set out above, but that we might have on our records and need to use to locate the information that you have requested or to verify your identity, where appropriate)*

(1)

Postcode: \_\_\_\_\_

**Length of time at this address:**

\_\_\_\_ years \_\_\_\_ months

(2)

Postcode: \_\_\_\_\_

**Length of time at this address:**

\_\_\_\_ years \_\_\_\_ months

<p>If you are an employee or former employee of NBS, please provide details to help identify you (e.g. your payroll number or details of the dates of your employment with NBS and details of the Group entity you worked for)</p>	
<p>If you are a customer/ supplier or former customer/ supplier of NBS, please provide details to help identify you (for example, your account number and/or details of the dates that we provided services to you and details of the Group entity you had a relationship with)</p>	
<p><b>ANY OTHER RELEVANT INFORMATION</b>  <i>(Please set out any other information that you believe is relevant to this request)</i></p>	

**DATA SUBJECT DECLARATION**

*In exercise of the rights granted to me under the applicable data protection legislation, I request that NBS provides me with a copy of the personal data about me that it processes for the purpose(s) set out in the table below.*

<p>To help us to deal with your request quickly and efficiently, please provide as much detail as possible about the information that you are requesting. If possible, restrict your request to a particular service, department, team, individual or incident.</p>
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*Please continue on a separate sheet of paper, if necessary.*

## DATA SUBJECT DECLARATION CONTINUED

### LOCATING THE DATA

Please provide any information that you think might be helpful to enable us to locate the data that you have requested. For example, please describe any departments or parts of NBS with whom you have communicated or had dealings, as appropriate. Please also include time-frames, dates, names or types of documents, any file reference and any other information that may enable us to locate your data. For example, for emails, please supply the names of senders and recipients and approximate dates.

Please indicate the date range that you would like this subject access request to cover.

From: dd / mm / yyyy

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

From: dd / mm / yyyy

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## DATA SUBJECT DECLARATION CONTINUED

We may need further information to help us to establish your identity. Where that is the case, we will let you know.

### FEE PAYABLE

Where NBS has identified and explained to you that a fee is payable, please do not send cash. We cannot accept any payment in cash.

I have attached a cheque or postal order for the fee requested by NBS, made payable to Newcastle Building Society

## TO BE COMPLETED

I, \_\_\_\_\_ (please print name), confirm that the information provided on this form is correct and that I am (please indicate which applies):

- The data subject whose name appears on this form; or
- The individual with authority to make that request on behalf of the data subject

I specifically confirm that the requested information set out in this form is all of the personal data to which I/the data subject am/is requesting access and that is held by NBS for the above stated purpose(s).

I understand that NBS may need to ask for further information to confirm the identity of the requester and that it may be necessary for NBS to contact the requester again for further information to locate the personal data that is sought. I also understand that my request may not be valid and the statutory time-frame for NBS to reply may not commence until all of the information reasonably required by NBS is received by NBS.

Signed: \_\_\_\_\_

Mr / Mrs / Ms / Miss / Other \_\_\_\_\_

Date: \_\_\_\_\_

## CHECKLIST: RETURNING YOUR COMPLETED APPLICATION FORM AND FEE

- All relevant sections have been completed.
- The declaration has been signed by the data subject (and, if relevant, by anyone making the request on behalf of the data subject).
- You have enclosed relevant form(s) of identification where requested by us.
- You have enclosed a cheque or postal order, where relevant, for any fee requested for this application, made payable to NBS.
- If you are acting on behalf of the data subject, you have also enclosed confirmation of your authority to do so.

- 1) For a formal data subject access request search to be carried out, it is helpful for you to complete and return this form providing us with details to help us to locate better the information that you are requesting, together with your proof of identity (where requested) and any relevant fee that we are permitted to charge under the applicable data protection legislation.
- 2) A subject access report will then be prepared and sent to you within the statutory time period upon receipt of all of the above.
- 3) Under the applicable data protection legislation, individuals have a right of access to all personal data relating to them that is held by a data controller. "Personal data" is information relating to a living individual that is processed or intended to be processed automatically by a data controller or manual records held in a relevant "filing system".
- 4) Individuals have the right to know whether NBS holds personal data about them and if so, what that data is. Data subjects will not usually be entitled to receive data about third parties under a subject access request made about themselves. This is consistent with the requirements of the applicable data protection legislation.
- 5) Please note that this form only applies to information held by or on behalf of NBS.
- 6) We are permitted to confirm the identity of the person making the request where it is proportionate to do so and have set out its requirements on this form.
- 7) Please return your completed form to:

**Subject Access Requests, Newcastle Building Society, 1 Cobalt Park Way, Wallsend, NE28 9EJ.**

If you should have any queries in relation to this form or our handling processes for subject access requests, you may contact us as set out above.